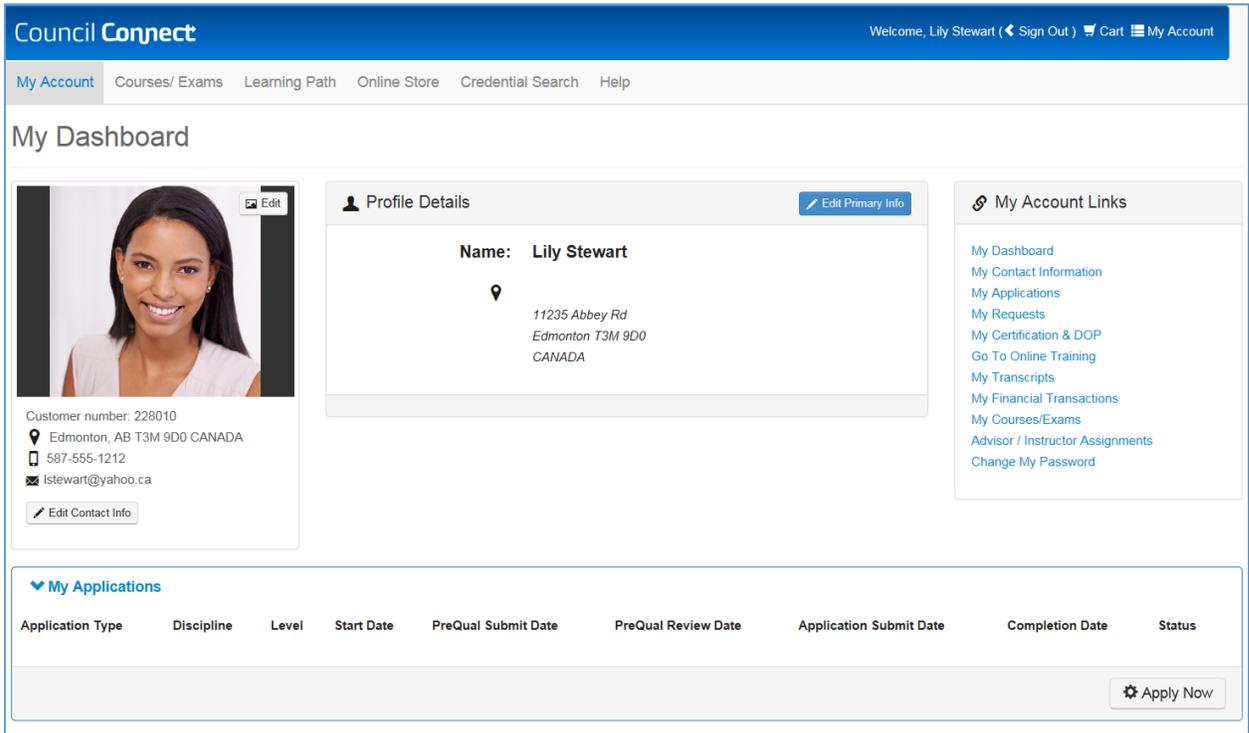


Individual - Request Designation of Powers Closure

This tutorial walks safety codes officers and permit issuers through the steps to request closure of a Designation of Powers DOP.

Note: The steps authorized representatives of accredited organizations use to request DOP closures in Council Connect are slightly different from the steps individual safety codes officers and permit issuers use to request the closure of their own DOPs.

Individual – Request DOP Closure



The screenshot shows the 'My Dashboard' page in Council Connect. At the top, there is a blue header with the Council Connect logo and a welcome message for Lily Stewart. Below the header is a navigation bar with tabs for 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'My Dashboard' and features three main sections: a profile picture with contact information, a 'Profile Details' section with address, and a 'My Account Links' sidebar. At the bottom, there is a 'My Applications' section with a table of application data and an 'Apply Now' button.

My Account Courses/ Exams Learning Path Online Store Credential Search Help

Welcome, Lily Stewart (Sign Out) Cart My Account

My Dashboard

Profile Details Edit Primary Info

Name: Lily Stewart

11235 Abbey Rd
Edmonton T3M 9D0
CANADA

My Account Links

- My Dashboard
- My Contact Information
- My Applications
- My Requests
- My Certification & DOP
- Go To Online Training
- My Transcripts
- My Financial Transactions
- My Courses/Exams
- Advisor / Instructor Assignments
- Change My Password

My Applications

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
Apply Now								

1. From the **My Dashboard** page:
 - a. Hover your cursor over the **Help** tab
 - b. Click **Contact Us**

Council **Connect** Welcome, Lily Stewart (Sign Out) Cart My Account

[My Account](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

Individual Information Request Your Information

Name: Lily Stewart
Customer Number: 228010

Explain Your Request

Activity: Please select
Accreditation Enquiries
Certification Enquiries
Designation of Powers
Training Enquiries describes your inquiry.

Reason: then choose the type of information you are requesting.

Summary:
Required. Include brief summary of request

Detail:
Feel free to add more specific details in the "Comments" area.

Upload File:
Only if required (Accepted formats PDF,DOCX,DOC,XSL,XSLX,PNG)

Email confirmation?

2. From the Individual Information Request page:
 - a. Click the **arrow** beside **Activity**
 - b. Select **Designation of Power**

Council **Connect** Welcome, Lily Stewart (Sign Out) Cart My Account

[My Account](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

Individual Information Request Your Information

Name: Lily Stewart
Customer Number: 228010

Explain Your Request

Activity: Designation of Powers ▾ describes your inquiry.

Reason: DOP Closure Request

Summary:

Required. Include brief summary of request

Detail:

Feel free to add more specific details in the "Comments" area.

Upload File: Only if required (Accepted formats PDF,DOCX,DOC,XSL,XSLX,PNG)

Email confirmation?

3. From the **Individual Information Request** page:
 - a. Click the **arrow** beside **Reason**
 - b. Select **DOP Closure Request**

Council Connect Welcome, Lily Stewart (Sign Out) Cart My Account

[My Account](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

Individual Information Request Your Information

Name: Lily Stewart
Customer Number: 228010

Explain Your Request

Activity:
Required: Please choose an area of interest that best describes your inquiry.

Reason:
Then choose the type of information you are requesting.

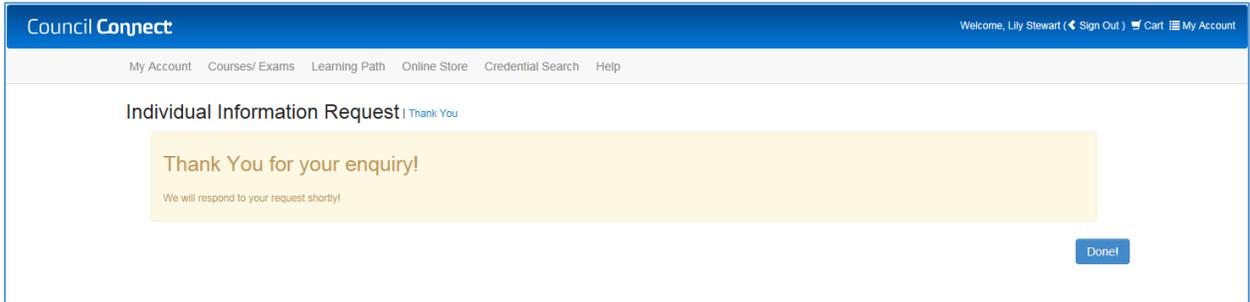
Summary:
Required: Include brief summary of request

Detail:
Feel free to add more specific details in the "Comments" area.

Upload File:
Only if required (Accepted formats PDF,DOCX,DOC,XSL,XSLX,PNG)

Email confirmation?

4. From the **Individual Information Request** page:
 - a. Under **Summary**, enter a brief summary of your request
 - b. Under **Details**, enter as much information as possible regarding the DOP(s) you wish to cancel
 - c. Click the **Browse** button if you have anything to upload with your request
 - d. Click the **Email confirmation** checkbox if you want to receive the confirmation email for your submission.
 - e. Click the **Submit** button



The screenshot shows the 'Council Connect' interface. At the top, there is a blue header with the text 'Council Connect' on the left and 'Welcome, Lily Stewart (Sign Out) Cart My Account' on the right. Below the header is a navigation menu with links: 'My Account', 'Courses/ Exams', 'Learning Path', 'Online Store', 'Credential Search', and 'Help'. The main content area is titled 'Individual Information Request | Thank You'. A large yellow box contains the text 'Thank You for your enquiry!' and 'We will respond to your request shortly!'. A blue 'Done!' button is located at the bottom right of the yellow box.

An email will be sent to your account.